

Office of State Uniform Payroll	
Procedure Title: Request a Duplicate IRS Tax Form (W-2, 1099, 1095-C)	Revision Date: 01/24/2020
	Issue Date: 11/16/2015
Unit: Wage and Tax Administration	Page Number: 1 of 2
Contact: _DOA-OSUP-WTA@la.gov; _DOA-OSUP-BFA@la.gov	

The Office of State Uniform Payroll (OSUP) is responsible for the annual preparation and issuance of Forms W-2, 1099, and 1095-C for all LaGov HCM paid agencies and for corrections to these forms, as needed. Requests for duplicate forms must be requested using OSUP Request for Duplicate IRS Tax Form ([OSUP/F037](#)) following the instructions below. The form can be obtained via the [OSUP Forms](#) page on [OSUP's website](#).

Form Instructions (all forms)

Request for Duplicate forms (OSUP/F037) must be completed by both the employee (top portion) and the Employee Administrator (bottom portion) before submission to OSUP. (Note: As retirees are not required to go through Employee Administrators for 1095-C duplicate requests, EA/HR is not required to complete OSUP/F037 in this case.) Multiple years may be submitted on one form. The agency HR/EA office should verify that the address on the form matches the address in LaGov HCM. The system should be updated for active and inactive employees. The mailing address (subtype 5) on IT0006 Address is used to mail tax forms. The permanent address (subtype 1) is used if no mailing address exists. Make a note on the bottom of the form with any special instructions (i.e. form should be faxed). OSUP is unable to e-mail duplicate forms. Once printed, the reissued form will be mailed directly to the employee. Agencies will not be notified when duplicates are mailed or faxed. Agencies should keep a copy of the Request for Duplicate IRS Tax Form in the employee's personnel file. Refer to the information below for specific form instructions.

Fax all completed requests to **(225) 342-1650**.

Form W-2

Duplicate copies of prior year Forms W-2 can be obtained through Louisiana Employees Online (LEO) or by submitting an OSUP Request for Duplicate IRS Tax Form ([OSUP/F037](#)). OSUP advises agencies in January via an OSUP memorandum when duplicate request forms will be accepted for the previous tax calendar year.

Active Employees

Beginning February 1st of each year, duplicate Forms W-2 for the previous tax calendar year are available to active employees through LEO. Active employees are encouraged to use LEO to obtain duplicate Forms W-2; however, active employees can use either method stated above. A [LEO MyInfo Quick Reference Card](#) is available with instructions on how to print and/or view a duplicate Form W-2 in LEO. If an error message is received in LEO, the employee should contact their HR/EA office to obtain duplicate copy of Form W-2 by submitting [OSUP/F037](#).

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Inactive Employees

Security access to LEO expires 30 days after separation. Inactive employees should contact their HR/EA office to obtain a duplicate copy of Form W-2 by submitting [OSUP/F037](#).

Note: Agencies should verify that the employee received wages in the year the employee is requesting a duplicate W-2. If the employee is retired, the employee would have received a 1099-R from the retirement system from which they are receiving a benefit. Contact the retirement system for their procedure to request a duplicate 1099-R.

Form 1099

OSUP issues IRS Form 1099-MISC for wages paid on behalf of deceased employees, back pay awarded under a statute, and related attorney fees and Form 1099-INT for interest paid to employees. These forms are not available in LEO. [OSUP/F037](#) should be used to request a duplicate copy of Form 1099 issued by OSUP.

Form 1095-C

As required by the Affordable Care Act (ACA), OSUP provides IRS Form 1095-C to ACA full-time employees, retirees, and certain other covered individuals (COBRA, surviving spouse/dependent) who are members of a self-insured plan (Blue Cross/Blue Shield or LSU Health). These forms are not available in LEO. [OSUP/F037](#) should be used to request a duplicate copy of Form 1095-C issued by OSUP. Requests will be accepted beginning approximately 2 weeks after mailing, per the annual OSUP memorandum.

Active Employees and Non-Retirees

Duplicate Forms 1095-C for prior calendar years are available for active employees and non-retirees to request by contacting their HR/EA office and completing [OSUP/F037](#). Duplicate forms will be printed and mailed directly to the employee's address that is in LaGov HCM. If the employee has an address change, the agency should update LaGov HCM before sending the duplicate request form to OSUP.

Retirees and Other Covered Individuals (Surviving Spouse/Dependent)

OSUP will accept requests directly from retirees and other covered individuals.

Note: Retired employees should contact the Office of Group Benefits at (800) 272-8451 and select option 6 for address changes.